

Adult Learning Class Programme

January – July 2017



Adult Learning: Who we are and what we do

Adult Learning is part of the Council's Community Planning and Development Service. We work with adults and families to help make positive changes in their lives by helping to develop skills for learning, skills for life and skills for work.

Our main work areas are:

- Community based adult learning including evening and day classes, workshops, taster sessions and projects in partnership with others
- One to one and group sessions in the core skills of numeracy, computing, communication, problem solving, and English for Speakers of Other Languages (ESOL)
- Family learning and intergenerational learning

Where to find us

Adult Learning Huts,
Lovers Loan, Lerwick,
Shetland ZE1 0BA



Adult Learning is pleased to bring you our class programme for January – July 2017. We offer a range of classes and workshops covering a variety of topics to meet your needs. There are daytime, evening and weekend classes to choose from. Whether you want to develop new skills or refresh existing ones, change your lifestyle, get ready for employment or simply enjoy new opportunities to learn, we hope there's something in this issue which is of interest to you.

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Check the Learn Shetland website for new opportunities as they arise:

www.learnshetland.com

Course Costs

Course prices are shown with each course description. Course fees are based on a flat rate of £3.60 per hour per learner plus any additional costs e.g. photocopying and venue hire. In exceptional circumstances class costs may be more, for example where minimum numbers need to be low for health and safety reasons or equipment restrictions.

Materials/resources

If you need to buy additional materials or resources for your class, the tutor will either:

- supply a list so you can purchase the items in advance e.g. art materials, text book
- supply the items at cost price. Your tutor will collect the money at the class.

Concessions

If you are Over 60, Under 18 or if you or your family are in receipt of any of the benefits listed below then fees are reduced by 50%. Proof of age or evidence of benefits must be provided to receive a concession.

YOU	YOUR FAMILY
• Carer's Allowance	• Income Support
• Disability Living Allowance	• Pension Credit
• Severe Disablement Allowance	• Housing Benefit
• Incapacity Benefit	• Income based Job Seeker's Allowance
• Attendance Allowance	• Working Tax Credits
• Contributory Employment and Support Allowance	• Net income is equivalent to, or lower than, the threshold for Income Support
• Personal Independence Payment	• Income related Employment and Support Allowance
	• Universal Credit

Both full and concession prices are shown in the booklet (concessions are marked c). Please note that concessions are only given on course fees, not on venue hire or material costs.

How to book

To book your place:

- Return booking form to Adult Learning, Adult Learning Huts, Lovers Loan, Lerwick, Shetland ZE1 0BA
- PLEASE DO NOT send money with your form.
- Telephone Adult Learning on 01595 743888
- E-mail: classes@shetland.gov.uk
- Book online at www.learnshetland.com

Apply soon, some classes fill up quickly!

What happens next?

Adult Learning will let you know if you have a place on your chosen class. If you book a class which starts after mid January, we will keep in touch to let you know how class recruitment is going. You will also receive an enrolment form, which should be completed and returned along with your payment before the class begins. Classes starting after mid January can be paid for in 2017.

If the class is full you will be placed on a waiting list. You may still be offered a place if anyone drops out.

Note: The closing date for bookings for classes starting in early January 2017 is Monday 12th December 2016. If minimum numbers are not reached by this closing date then the course will not run. If this is the case, and you have booked on the class, we will let you know.

We hope you enjoy your learning experience, and we are always happy to hear your views on how classes can be improved.

Gie it a go!

Art, Crafts, Photography and Music

Patchwork and Quilting (Intermediate/Advanced): Make and Design a Row by Row Quilt with Helen Burgess			Anderson High School, Lerwick	
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AL29	Thursday 6.30pm-9pm	7 weeks starting 19 January 2017	£68.60	£35.30c
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Learn how to design rows in various techniques for a row by row quilt. By the end of the course you should have increased your knowledge and confidence in designing a series of rows for your quilt. Bring a sewing machine, rotary cutter, cutting mat, rulers and sewing equipment (threads, scissors, fabric etc.)

Introduction to Lace Knitting with Linda Shearer			Whalsay School	
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AL56	Wednesday 7pm-9pm	6 weeks starting 11 January 2017	£45.20	£23.60c
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Suitable for anyone with basic knitting skills. During the course you will learn the basics of lace knitting and look at using different colours in lace. You will either knit a lace scarf/cowl/shawl or go on to produce your own simple design and make it into a garment of your choice. By the end of the course you should be confident in knitting simple lace designs and have the knowledge to continue and try more challenging projects. Bring 2 double pointed knitting needles size 3.5mm or 4mm and a knitting belt (if desired) plus a ball of double knitting wool.

Know Your Own Camera with Richard Ashbee			Scalloway Youth Centre	
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AL16	Monday 9.30am-12.30pm	6 weeks starting 24 April 2017	£84.80	£52.40c
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Suitable for beginners; no prior knowledge is required. Stuck on Auto? This course will help you gain the knowledge, understanding and confidence to start to use your own camera to produce quality photographs. It is a mixture of PowerPoint presentations, practical exercises and discussion and includes using your camera functions, composition, using your photos and a look at what other equipment may be beneficial. Bring your digital camera, camera handbook (important), a notebook and a drink for the break.

Art, Crafts, Photography and Music

Intermediate Digital Photography: Indoor Portraits, Urban, Landscape, Wildlife, Close Up and Creative with Richard Ashbee			Scalloway Youth Centre	
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AL17	Monday 9.30am-12.30pm	6 weeks starting 5 June 2017	£84.80	£52.40c
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You should be able to change the ISO, aperture, speed and select one focus point upon entry. The course will be a mixture of PowerPoint presentations, practical work (using your own equipment) and discussion which will increase knowledge, understanding and improve skills on the named topics. Bring your digital camera, camera handbook (important), a notebook and a drink for the break.

Session Tunes with Jim Leask and Bernadette Porter			Whitiness Primary School	
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AL23	Monday 7.15pm-9.15pm	8 weeks starting 16 January 2017	£59.60	£30.80c
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Suitable for improvers and players wishing to broaden their repertoire and experiment with harmonies. Aimed at fiddle players but other instruments are welcome. You will play music from different cultures and experience playing in different keys and tempos. Bring a music stand, if you have one.

Improvers Fiddle and Mandolin with Bernadette Porter			Islesburgh Community Centre, Lerwick	
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AL25	Tuesday 11am-1pm	8 weeks starting 17 January 2017	£59.60	£30.80c
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Suitable for improvers. You will increase your repertoire and be able to play 'sets' of tunes confidently. You will make up your own 'sets' and explore different combinations of 'sets'. On completion of the class, you should be able to go to a session and join in with other people out with the class.

Art, Crafts, Photography and Music

Traditional Piano Accompaniment for Improvers with Margaret Robertson			Anderson High School, Lerwick	
AL96	Thursday 6pm-7.30pm	8 weeks starting 19 January 2017	£45.20	£23.60c
<p>Suitable for anyone already familiar with traditional piano accompaniment. Over the 8 week class, a number of popular tunes will be explored with a view to chord progressions and substitutions. The class is held in a music room and keyboards are available.</p>				

Sing for Spring! with Andy Ross			AL100: Sellafirth Hall, Yell AL101: Baltasound School	
AL100	Saturday 10am-1pm	1 day: 11 February 2017	£15.00	£13.30c
AL101	Saturday 10am-1pm	1 day: 25 February 2017	£10.80	£5.40c
<p>Join us for a few hours of singing. Learn some new songs, rounds and learn to create harmonies with simple and easy techniques. Andy will take you through some warm-ups, easy and gentle exercise and then begin to work with folk songs and songs from around the world in which anybody of any ability can join. Ages from ten upwards. Families, couples and individuals welcome. Singing is great for mental and physical well-being. Singing in groups is fun and a good way to meet people and relax too. Get a bit of a boost, and Sing to Welcome Spring! Tea and coffee and biscuits will be provided. Dress in loose clothing and wear comfortable shoes. Bring bottled water if you would like to.</p>				

Drawing Taster Session with Matthew Ronalds			Baltasound Junior High School	
AL105	Wednesday 6pm–8pm	1 day: 25 January 2017	£9.20	£5.60c
<p>Suitable for beginners. You should bring sketching pencils and paper. By the end of the class, you will have improved your observational skills.</p>				

Art, Crafts, Photography and Music

Painting and Drawing (Beginners) with Matthew Ronalds			Mid Yell Junior High School	
AL106	Wednesday 6pm–8pm	6 weeks starting 15 February 2017	£45.20	£23.60c
Observational drawing, focusing on some still life, buildings and landscapes. Use of sketchbooks, water colour techniques and producing landscape drawings. You will be provided with a list of materials to bring to class.				

Painting and Drawing (Beginners) with Matthew Ronalds			Baltasound Junior High School	
AL107	Wednesday 6pm–8pm	6 weeks starting 26 April 2017	£45.20	£23.60c
Observational drawing, focusing on some still life, buildings and landscapes. Use of sketchbooks, water colour techniques and producing landscape drawings. You will be provided with a list of materials to bring to class.				

Introduction to Drawing and Painting with Erlin McAlpine			Adult Learning Huts, Lovers Loan, Lerwick	
AL116	Saturday 2pm–5pm	6 weeks starting 18 February 2017	£64.80	£32.40c
Suitable for beginners/intermediate. You will gain first-hand knowledge of life drawing skills and techniques required in fine art. You should bring pens, pencils, drawing paper and a sketchbook to your first class. The tutor will then provide you with a list of materials to bring to subsequent classes.				

Make Your Own Lampshades with Julie Williamson			Adult Learning Huts, Lovers Loan, Lerwick	
AL113	Saturday 11am–1pm	1 day: 28 January 2017	£7.20	£3.60c
This course will cover basic lampshade making using a 20cm drum shade kit. You will gain confidence in measuring, cutting and design placement using fabric/wallpaper for covering drum light shades, and gain the confidence and experience to create your own shades at home. Suitable for beginners. You may bring your own material or paper to cover shades with, which must measure 100 x 25cm. There is a charge of approximately £13.25 for materials, payable to the tutor.				

Learn Machine Embroidery with Julie Williamson			Adult Learning Huts, Lovers Loan, Lerwick	
AL114	Saturday 10am–5pm	1 day: 4 February 2017	£25.20	£12.60c
<p>Suitable for beginners. In this course you will learn the basic machine stitches and how to use freehand machine stitch. By the end of this course, you will be able to create your own art work which you can transform into anything you want, from a cushion to canvas for your wall. You will need to bring a sewing machine capable of doing freehand machine stitch. You may also bring any fabric or thread you would like to use. There is a charge of around £18.27 for materials, payable to the tutor.</p>				

Are you interested in becoming an Adult Learning Tutor?

Do you have a skill you would like to share?

To become an Adult Learning Tutor you need to have good knowledge, enthusiasm and experience of your subject area. It is also helpful if you have experience of passing on your skills.

Our tutor vacancies are advertised twice a year at:

www.myjobscotland.gov.uk/councils/shetland-islands-council/jobs

You need to submit a course proposal as part of the application process. Get in touch with us on 01595 743888 or email classes@shetland.gov.uk if you would like to register your interest, or get more information.

We would be delighted to hear from you!

Yoga with Sandra Pottinger			Scalloway Youth Centre	
AL5	Thursday 10.15am-11.45am	6 weeks starting 9 February 2017	£50.40	£34.20c
<p>Suitable for all levels of flexibility and fitness. You will learn correct alignment in the postures and how to work and control the breathing while holding postures. Bring a non-slip mat, blanket or large towel, low pillow (optional). Wear loose comfortable clothing. Please note that yoga is not recommended for pregnant women in their first trimester.</p>				

Mindfulness for Health with Judd Brindley			Islesburgh Community Centre, Lerwick	
AL34	Sunday 10am-12.30pm	8 weeks starting 5 February 2017	£74.00	£38.00c
<p>For anyone with chronic or long term pain, stress or illness. The only prerequisite is a willingness and commitment to engage fully with the programme. Content includes: formal meditation practices; breathing and body awareness; gentle movement; practical activities; group discussion; and home practices. You will also learn to pace your activities and recognise unhelpful habits in your everyday experience. Through these exercises you will learn how to apply mindfulness to all aspects of daily life. The workbook and accompanying 5 CDs cost a further £25 (approx cost) payable to the tutor.</p>				

What is Mindfulness?

It can be easy to rush through life without stopping to notice much. Paying more attention to the present moment – to your own thoughts and feelings, and to the world around you – can improve your mental wellbeing. Some people call this awareness "mindfulness". Mindfulness can help us enjoy life more and understand ourselves better. You can take steps to develop it in your own life.

(www.nhs.uk)

Health, Wellbeing and Cookery

Introduction to Mindfulness Meditation with Judd Brindley			Tingwall Primary School	
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AL33	Sunday 10am-4pm	1 day: 15 January 2017	£23.60	£12.80c
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Suitable for beginners. You will be introduced to Mindfulness Meditation as a practice to develop greater awareness of your every day experience. You will explore breathing and relaxation techniques, gaining the knowledge to begin your own practice. Bring a yoga mat, blanket, cushion or pillow, yoga block (optional) and a bottle of water. Wear loose comfortable clothing. Lunch is not provided.

A Little More Mindfulness with Judd Brindley			Tingwall Primary School	
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AL35	Sunday 10am-4pm	1 day: 23 April 2017	£23.60	£12.80c
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Suitable for learners who have meditated before. You will add to your knowledge of Mindfulness Meditation and explore ways to be curious about your breathing, body, pleasant and unpleasant sensations in your daily experience. You will develop sitting, walking and kindly awareness meditations. Bring a yoga mat, blanket, cushion or pillow, yoga block (optional) and a bottle of water. Wear loose comfortable clothing. Lunch is not provided.

Mindfulness for Health Taster Session with Judd Brindley			Old School, Bressay	
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AL115	Thursday 6.30pm-8.30pm	1 day: 26 January 2017	£12.58	£8.98c
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Suitable for beginners and those with experience. You will be introduced to Mindfulness Meditation and explore ways to be curious about your breathing, body, and pleasant and unpleasant sensations in your daily experience. Try being mindful while doing gentle movements, followed by a body scan meditation. Bring a yoga mat, blanket, cushion or pillow, yoga block (optional) and a bottle of water. Wear loose comfortable clothing.

Health, Wellbeing and Cookery

Indian Head Massage Taster Session with Carol Hunter			Brae Hall	
AL102	Monday 7pm-9pm	1 day: 23 January 2017	£11.53	£7.93c
<p>Suitable for beginners. The course comprises of a brief history and demonstration of head massage movements followed by practice. Learn how Indian head massage can benefit common ailments including headaches and stress. Learn a variety of massage movements. Please bring two pillows and a blanket/cover and water to drink.</p>				

Indian Head Massage with Carol Hunter			Brae Hall	
AL117	Monday 7pm-9pm	4 weeks starting 24 April 2017	£40.13	£25.73c
<p>Suitable for beginners. The course comprises of a brief history and demonstration of head massage movements followed by practice. Learn how Indian head massage can benefit common ailments including headaches and stress. Learn a variety of massage movements such as Tapotment and Vibration, and a full Indian head massage sequence. Please bring two pillows and a blanket/cover and water to drink.</p>				

Indian Head Massage Taster Session with Carol Hunter			Old School, Bressay	
AL118	Thursday 6.30pm-8.30pm	1 day: 9 February 2017	£12.58	£8.98c
<p>Suitable for beginners. The course comprises of a brief history and demonstration of head massage movements followed by practice. Learn how Indian head massage can benefit common ailments including headaches and stress. Learn a variety of massage movements. Please bring two pillows and a blanket/cover and water to drink.</p>				

Health, Wellbeing and Cookery

Indian Head Massage Taster Session with Carol Hunter			Islesburgh Community Centre, Lerwick	
AL119	Thursday 7pm-9pm	1 day: 16 February 2017	£9.20	£5.60c
<p>Suitable for beginners. The course comprises of a brief history and demonstration of head massage movements followed by practice. Learn how Indian head massage can benefit common ailments including headaches and stress. Learn a variety of massage movements. Please bring two pillows and a blanket/cover and water to drink.</p>				

Indian Head Massage with Carol Hunter			Islesburgh Community Centre, Lerwick	
AL120	Thursday 7pm-9pm	4 weeks starting 9 March 2017	£30.80	£16.40c
<p>Suitable for beginners. The course comprises of a brief history and demonstration of head massage movements followed by practice. Learn how Indian head massage can benefit common ailments including headaches and stress. Learn a variety of massage movements such as Tapotment and Vibration, and a full Indian head massage sequence. Please bring two pillows, a blanket/cover and water to drink</p>				

Aromatherapy Taster Session with Carol Hunter			Brae Hall	
AL121	Monday 7pm-9pm	1 day: 6 March 2017	£11.53	£7.93c
<p>Suitable for beginners. The course comprises of a brief history of essential oils, how to use them, where to buy them and a brief introduction to a hand massage sequence.</p>				

Aromatherapy Taster Session with Carol Hunter			Old School, Bressay	
AL122	Thursday 6.30pm-8.30pm	1 day: 2 March 2017	£12.58	£8.98c
<p>Suitable for beginners. The course comprises of a brief history of essential oils, how to use them, where to buy them and a brief introduction to a hand massage sequence.</p>				

Aromatherapy: Learn How to Use Essential Oils with Carol Hunter			Scalloway Hall	
AL123	Tuesday 7pm-9pm	4 weeks starting 7 February 2017	£40.80	£26.40
<p>This course will increase your knowledge of essential oils, including therapeutic values and how they can help common ailments. You will learn about categories of oils and how they are absorbed into the body, how to buy, use, and blend oils safely at home. You will also learn a basic hand massage sequence. Please bring two towels with you to keep the oils off your clothes whilst learning hand massage. Please note there is a £1 charge weekly paid to the tutor to cover the costs of oils used.</p>				

Family First Aid with Claire Chroston			Tingwall Primary School	
AL99	Monday 6pm – 9pm	2 weeks starting 20 February 2017	£23.60	£12.80c
<p>Learn what to do in case of an accident or medical emergency, taking into consideration differences between adults, children and infants. Learn how to apply basic first aid techniques whilst waiting for the arrival of emergency services. CPD Certified. An additional £5 is payable directly to the tutor to cover the cost of your certificate. You should bring comfortable clothing and ID to register for awarding certificate i.e. passport or driving licence.</p>				

Adult Learning Mailing List

Join our mailing list to keep up to date with new classes and Adult Learning news. To join, please send your details to

classes@shetland.gov.uk

Health, Wellbeing and Cookery

Gluten-Free Cakes with Anne Eunson			Anderson High School, Lerwick	
AL55	Tuesday 6.30pm-8.30pm	4 weeks starting 7 February 2017	£30.80	£16.40c
<p>An introduction to baking gluten free cakes. Allergy information: egg, nuts and oats will be used in the class. The tutor will supply the ingredients for the first class and recharge you for the cost. A list of ingredients for future weeks will be supplied. Please take a container on the first night. Please note the class is upstairs in the Anderson High School and there is no lift to the cookery room, therefore you must be able to manage stairs.</p>				

Croissant Making with Gus Dow			Sandwick Junior High School	
AL103	Saturday 10am – 4pm	1 day: 21 January 2017	£21.60	£10.80c
<p>‘Danish Pastry’ is one of the hardest of the bread making skills to master. Learn how to laminate the dough and shape the croissants and then take them away to bake at home. You should bring 250g of unsalted butter and 2 baking trays. There is a charge of £2 payable to the tutor for the cost of ingredients.</p>				

Bread Making for Beginners with Gus Dow			Sandwick Junior High School	
AL104	Wednesday 7pm–9pm	8 weeks starting 8 February 2017	£51.60	£28.80c
<p>An introduction to bread making. Learn to make a range of different breads, from a basic white loaf to European breads and sourdough, including how to make and maintain a sourdough starter. Learn how to mix and knead dough at the class, then prove the dough over night and bake your own loaf at home the next day. An additional £2 is payable to the tutor for ingredients for the first class, then a list of ingredients for future weeks will be supplied.</p>				

General Interest

Introduction to Fashion Make Up with Babs Clubb			AL97: Islesburgh, Lerwick AL98: Brae Youth Centre	
AL97	Tuesday 6.30pm-9.30pm	6 weeks starting 17 January 2017	£66.80	£34.40c
AL98	Thursday 6.30pm-9.30pm	6 weeks starting 19 January 2017	£89.30	£56.90c

The course will cover basic make up application, this will include skin prep of cleanse, exfoliate and face mask. Discussion on tones/bases/finishes, application and blending, camouflage techniques, contouring and highlighting, face shapes/bone structures and an introduction to face chart design. Each week there will be a demo then you will work in pairs on each other. We will work towards a final look and mini photo shoot, make up designed by you, with styled hair and costume, producing before and after photos. Suitable for beginners. There will be a charge of approximately £45 for the cost of materials, payable to the tutor.

Conversational Norwegian with James Nicol			Anderson High School	
AL108	Thursday 7pm – 9pm	8 weeks starting 2 February 2017	£59.60	£30.80c

This class will give you the opportunity to read, write, listen and speak Norwegian. Learn easy pronunciation, easy grammar, songs, history of Norway, links with Shetland and basic sayings for easy conversation. You will gain skills in speaking, reading, listening, writing and knowledge of Norway. You should bring a pen, notepad, Norwegian dictionary, and any Norwegian magazines or newspapers you may have.

General Interest

Shetland U3A is a branch of the international organisation "University of the Third Age" and is affiliated to the Scottish U3A. The aims of the U3A are to provide retired and semi retired people with the opportunity for learning, education and leisure activities, giving space and time to meet other people with similar interests and to keep an active mind, and in some groups an active body too. As well as the activities offered below, U3A also run a Philosophy Group, Lunch Group, Book Group, Out and About Group and a Bridge Group. If you are interested in any of these groups, please contact shetlandu3asecretary@gmail.com, telephone 01595 880528 or visit www.shetlandu3a.org.uk for more information.

There is an annual fee of £12 and most meetings are free.

Computer Group – run by U3A volunteers		Adult Learning Huts, Lovers Loan, Lerwick
2pm-4pm	Last Thursday of the month	Free of charge
Drop in sessions. What you always wanted to know about computers but were afraid to ask!		

Photography Group – run by U3A volunteers		Trondra
2pm-4pm	Third Tuesday of the month	Free of charge
We set 11 themes per year. Topics include subjects which are accessible to everyone e.g. Old Croft Houses. As we each use different image editing software we can compare the different techniques available. Contact 01595 880372 for more information.		

Research Group – run by U3A volunteers		Shetland Museum and Archives
2pm-4pm	One Thursday a month.	Free of charge
For our current project we have agreed with the Museum and Archives team to research some of the shops of Shetland which are no longer trading. Our aim is to collate the information from the many sources held at the Archives, and online, and produce a short description and history of the various village shops. Contact 01595 810691 for dates and more information.		

Improving Your IT Skills

Tablets 1 - Absolute Beginners with Marc Coyne			Adult Learning Huts, Lovers Loan, Lerwick	
AL38	Wednesday 9.30am-12.30pm	1 day: 1 February 2017	Free of charge	
AL39	Friday 9.30am-12.30pm	1 day: 10 March 2017		
<p>Want to start using a tablet computer, iPad or Android? This is an introductory course to help you get up and running with your new device, or you can try out one of ours to see if you think it will suit you. If you would prefer individual support, please get in touch.</p>				

Tablets 2 – iPads with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL60	Wednesday 1pm-2.30pm	6 weeks starting 8 February 2017	£34.40	£18.20c
<p>Suitable for those who have already learned the basics of using their iPad. This course will take you a bit further in the use of your iPad. We will look at using the internet for shopping and to save money, adding shortcuts to your home screen, using all your apps and generally improving your understanding of how your iPad can help you on a daily basis. Bring your own iPad.</p>				

Tablets 2 – Android with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL61	Wednesday 3pm-4.30pm	6 weeks starting 8 February 2017	£34.40	£18.20c
<p>Suitable for those who have already learned the basics of using their tablet. This course will take you a bit further in the use of your tablet. We will look at using the internet for shopping and to save money, adding shortcuts to your home screen, using all your apps and generally improving your understanding of how your tablet can help you on a daily basis. Bring your own tablet.</p>				

What is an Android Tablet?

- An iPad is an iPad, but an Android tablet is a tablet that uses Google's Android as its operating system. Google makes only the software. Android tablets include Samsung Galaxy, Kindle Fire and Hudl.

Improving Your IT Skills

Introduction to Your Smartphone with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL62	Wednesday 1pm-4pm	1 day: 22 March 2017	£12.80	£7.40c
<p>Suitable for beginners. You can come along and find out more about the ins and outs of your Smartphone. Whether an iPhone or Android, we will explore how to access the internet, download apps and organise your contacts. Bring your own device.</p>				

Windows 10 for the Absolute Beginner with Marc Coyne			Adult Learning Huts, Lovers Loan, Lerwick	
AL53	Friday 9.30am-12.30pm	1 day: 24 February 2017	Free of charge	
<p>Have you just got Windows 10 and are feeling lost, confused, frustrated? This is for you, Windows 10 for the absolute beginner; we will look at what is different, how to get around within it and stop feeling lost. A practical hands on, half day to help clear the fog, reduce the agony and help you on your way to calm, happy computing.</p>				

Getting More from Windows 10 with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL63	Wednesday 1pm-3.30pm	1 day: 29 March 2017	£11.00	£6.50c
<p>Suitable for beginners. A step up from Marc Coyne's 'Windows 10 for the Absolute Beginner' class (above), this class will take a further look at Windows 10 and how you can use the new operating system in your day to day life. The course will help you to understand the changes introduced with the upgrade and how to configure the software to suit your needs. Bring your own laptop.</p>				

What is a Smartphone?

- A Smartphone is a mobile phone that lets you make phone calls and send text messages but can also perform some of the functions of a computer, like accessing the internet, sending and receiving emails and playing games. Most Smartphones also have touch screens.

Improving Your IT Skills

Laptops for Over 50s with Tracey Hawkins			Adult Learning Huts, Lovers Loan, Lerwick	
AL64	Wednesday 1.30pm-3pm	6 weeks starting 19 April 2017	£34.40	£18.20c
<p>Suitable for beginners who are new to their laptop or a refresher for those who need to reacquaint themselves with their device. The course will cover all the basics required to feel confident using a laptop in your daily life. The course will include connecting to the internet, sending emails, using built-in programmes and making sense of all the icons! Bring your own laptop.</p>				

Facebook for Beginners with Marc Coyne			Adult Learning Huts, Lovers Loan, Lerwick	
AL42	Friday 9.30am-12.30pm	1 day: 17 February 2017	Free of charge	
AL43	Friday 9.30am-12.30pm	1 day: 17 March 2017		
<p>What is this thing called Facebook? How to set up your own page or a page for your club, work, charity or society. This course will include step by step instructions on how to do it, the legal bits, the pitfalls and how to avoid them, plus some tips on how to make your page do what you want it to do. This half day course is aimed at newcomers to Facebook. If you would prefer individual support, please get in touch.</p>				

Internet Safety with Marc Coyne			Adult Learning Huts, Lovers Loan, Lerwick	
AL45	Friday 9.30am-12.30pm	1 day: 24 March 2017	Free of charge	
<p>Not sure you are set up safely online, unsure how to keep the kids safe or just want to get up to date information, resources and advice on keeping your pc and internet use safe? This half day course will help with all of that. If you would prefer individual support, please get in touch.</p>				

Feeling Happier with Reading and Writing with Marc Coyne			Adult Learning Huts, Lovers Loan, Lerwick
AL47	No fixed dates	Please phone or email if interested	Free of charge
Not happy with your level of reading or writing or maybe just want to brush up on your skills? Learner centred one to one support to help you.			

Feeling Happier with Numbers with Marc Coyne			Adult Learning Huts, Lovers Loan, Lerwick
AL48	No fixed dates	Please phone or email if interested	Free of charge
Not happy or confident with numbers, feeling a touch lost helping the kids with their homework or maybe you just want to get better with your day to day understanding of numbers? Learner centred one to one support to help you.			

Literacies/Core Skills

Adult Learning works with individuals to improve and develop their core skills of reading, writing and working with numbers and computers. This work starts with understanding what it is an individual wants to learn or what problems they would like to solve. Learning programmes can include everything from learning to read and write, learning to understand numbers and money through budgeting and cooking, to film making and gaining qualifications. We are happy to meet and discuss the particular needs of an organisation/learners.

Improving Your Reading, Writing and Number Skills

Do you work with or support adults who may have difficulty with reading, writing, numbers, ICT or money? If so, these classes may help you.

The three classes below, plus AL38 – AL53 can all be tailored to the needs of your organisation, at times to suit you.

Contact Marc Coyne - Tel: 01595 743885 Email: marc.coyne@shetland.gov.uk

Literacy Awareness with Marc Coyne			Adult Learning Huts, Lovers Loan, Lerwick
AL49	Friday 10am-4pm	1 day: 3 February 2017	Free of charge
<p>A one day course designed for staff, volunteers and support workers who work with or support adults who may have difficulties with their reading, writing, numbers and ICT. Adult Learning works daily with people who struggle with these skills. This course is designed to raise your awareness, to help you recognise the tell tale signs and to give you the basic knowledge on how you can provide support.</p>			

Money Matters with Marc Coyne			Adult Learning Huts, Lovers Loan, Lerwick
AL50	Friday 10am-4pm	1 day: 27 January 2017	Free of charge
<p>This one day course gives an opportunity for staff, volunteers and support workers to examine their own attitudes to money and budgeting, discuss general finance issues and issues specific to Shetland. Then to look at how you can use the information and tools to support your clients with their budgeting and finances.</p>			

Introductory Training in Adult Literacies with Marc Coyne			Adult Learning Huts, Lovers Loan, Lerwick
AL51	No fixed dates	Please phone or email if interested	Free of charge
<p>This is a 4 day course for those who are considering supporting clients or volunteering to support learners with their literacy skills. It is a first step qualification and can lead on to a career in adult learning. For further information, please get in touch.</p>			

Employability

Adult Learning provides English for Speakers of Other Languages (ESOL) classes at a range of levels, at the Adult Learning Huts, Lovers Loan, Lerwick. Classes include all aspects of English language study – reading, writing, speaking, listening and grammar. If you would like to attend an ESOL class, please contact Adult Learning to arrange an assessment. All classes are free of charge. Dates and times of ESOL classes are still to be confirmed. Please keep an eye on the ESOL Facebook page www.facebook.com/esoladultlearning and Learn Shetland website for updates www.learnshetland.com, or contact us:

Tel: 01595 743888 Email: classes@shetland.gov.uk

Beginners ESOL with Pete Mogridge		Adult Learning Huts, Lovers Loan, Lerwick
AL68	6pm-8pm on Mondays	Free of charge
Elementary ESOL with Pete Mogridge		Adult Learning Huts, Lovers Loan, Lerwick
AL69	6pm-8pm on Wednesdays	Free of charge
Pre-Intermediate ESOL with Steve Davidson		Adult Learning Huts, Lovers Loan, Lerwick
AL70	6pm-8pm on Tuesdays	Free of charge
Intermediate ESOL with Steve Davidson		Adult Learning Huts, Lovers Loan, Lerwick
AL71	6pm-8pm on Tuesdays	Free of charge

What is ESOL?

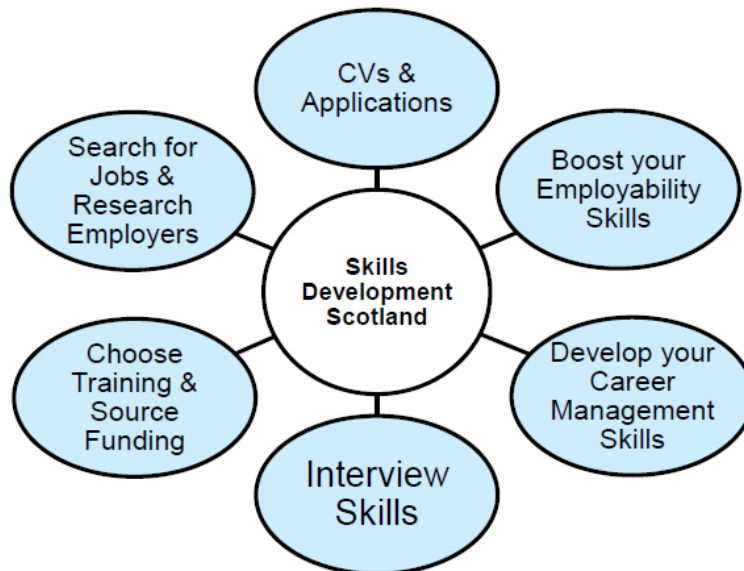
ESOL (English for Speakers of Other Languages) learning is crucial to supporting residents in Shetland for whom English is not a first language. Our ESOL learning programme equips individuals with the communication skills necessary to contribute and integrate economically, culturally and socially. ESOL provision can support personal and family life enabling independent communication and building capacity to live, integrate and be actively involved in the local community.

Do you need any Careers Advice, Information or Guidance?
Want to start job searching? Then drop in to Work Club, a careers advice service at Charlotte House, Commercial Road, Lerwick:



Skills Development Scotland

Helping you to develop your Career Management Skills



Check out our website www.myworldofwork.co.uk

Or to make an appointment with an SDS Adviser you can contact us on: 01595 695791 or drop along our office at Charlotte House, Commercial Road, Lerwick, Shetland ZE1 0LQ

How to Prepare a CV with Skills Development Scotland			Adult Learning Huts, Lovers Loan, Lerwick
AL109	Thursday 6pm-7.30pm	1 day: 9 February 2017	Free of charge
AL110	Thursday 6pm-7.30pm	1 day: 23 March 2017	

Looking for work, or thinking about changing your job? Are you unsure of what to write in your CV? These sessions are dedicated to CV help. Come along if you have questions about CVs or want the guidance of a Skills Development Scotland Advisor to start creating one.

Filling in Job Application Forms with Skills Development Scotland			Adult Learning Huts, Lovers Loan, Lerwick
AL111	Thursday 6pm-7.30pm	1 day: 23 February 2017	Free of charge
AL112	Thursday 6pm-7.30pm	1 day: 20 April 2017	

Do application forms fill you with dread? Would you like to be more confident that you are giving yourself the best possible chance of gaining an interview? Do you need some top tips in filling them out? Skills Development Scotland is in constant contact with employers over what they are looking for in application forms. We can share our knowledge with you, answer your questions and help you feel more confident about your applications.

Shetland's Employability Pathway

Services in Shetland are working together to provide effective support to help people with two or more barriers to employment to move along an 'Employability Pathway'.

People eligible for support can be referred to the service by an agency, such as the DWP or a GP, or can self refer. To find out if you are eligible for support through the Employment Pathway, please contact an Employability Officer for advice on tel 01595 743888.



Developing Skills for Communities

Keeping Adults and Children Safe with Wendy Hand/Mairi Jamieson, Voluntary Action Shetland		Market House, Market Street, Lerwick
Wednesday 5.30pm-8.30pm	1 day: 11 January 2017	Free of charge
<p>This course will provide an introduction to safeguarding vulnerable adults and children. By the end of the training participants should be able to: explain what is meant by adult and child protection; have an understanding of what is meant by abuse; describe the possible alerting signs of abuse and harm; be aware of local adult and child protection procedures; know what to do if you are concerned about an adult or child. For more information or to book a place, please contact Ayesha Huda on 01595 743905 or email training.vas@shetland.org</p>		

Roles and Responsibilities of a Management Committee with Wendy Hand, Voluntary Action Shetland		Market House, Market Street, Lerwick
Wednesday 6pm-8pm	1 day: 8 February 2017	Free of charge
<p>This course aims to increase the knowledge of the roles and responsibilities of a management committee. By the end of the session participants will be able to: understand the key roles of committee members including Chair, Treasurer and Secretary; have an overview of the main legal obligations; have a knowledge of duties as a 'charity trustee'. For more information or to book a place, please contact Ayesha Huda on 01595 743905 or email training.vas@shetland.org</p>		

Developing Skills for Communities

Anyone interested in Shetland Befriending Scheme initial training will need to go through an application process successfully, and be willing to provide a minimum of 6 months commitment to support someone on a 1:1 basis on a weekly/fortnightly basis for a few hours at a time, before accessing the training.

For more information or to apply for a place please contact Elaine Nisbet at the Shetland Befriending Scheme on 01595 745898 or email elaine.nisbet@shetland.org

Shetland Befriending Scheme Volunteer		Market House, Market Street, Lerwick
Befriending Training - To support someone on a 1:1 basis aged 60+ years who is affected by Dementia		
<p>Sat 7th Jan 2017 <i>9.30am to 3pm with a break for lunch (2 sessions)</i></p> <p>Sat 14th Jan 2017 <i>9.30am to 3pm with a break for lunch (2 sessions)</i></p> <p>Saturday 21st Jan 2017 <i>9.30am to 12 noon (1 session)</i></p>	5 training sessions	Free of charge
<p>Open to anyone over 17 years of age. Volunteers will be matched to a 60+ adult affected by Dementia on a 1:1 basis on completion of the 5 sessions of training.</p> <p>Topics covered in the 5 session include:</p> <ul style="list-style-type: none"> • Introduction to Role of Scheme, boundaries, communication and confidentiality • Informed Level Dementia • Keeping Adults and Children Safe • Learning Disabilities/Mental Health issues/non-compliant/inconvenient behaviour/Anti-Discriminative practice/personal safety • Endings, Loss and Change/Bereavement/Experienced Volunteer 		

Links to Other Learning Providers

Crofting Federation

www.crofting.org

Tel: 01599 530005

Skills Development Scotland

www.skillsdevelopmentscotland.co.uk

Tel: 0141 285 6000

Shetland Arts

www.shetlandarts.org

Tel: 01595 743843

Train Shetland

www.trainshetland.com

Tel: 01595 744744

Shetland College

www.shetland.uhi.ac.uk

Tel: 01595 771000

Voluntary Action Shetland (VAS)

www.va-shetland.org.uk

Tel: 01595 743900

Shetland Library

www.shetland-library.gov.uk

Tel: 01595 743868

Future Classes

Check our website www.learnshetland.com for all new learning opportunities. We will notify everyone on our mailing list when new classes become available. To join the mailing list, please send your details to classes@shetland.gov.uk

We will also advertise new classes on the Shetland Community Hub Facebook page.



www.facebook.com/shetland.community.hub



Adult Learning Class Booking Form

Please use one form per person - contact Adult Learning for additional forms.

Name		
Address		
Post code		
E mail		
Tel daytime		Tel evening
Do you have any support needs or medical conditions that could affect your learning?		
You may be contacted regarding this information prior to the start of the class to ensure your needs can be met.		
Are you under 16? YES/NO	Are you over 60? YES/NO	Are you claiming a concession? YES/NO

Please list the courses you wish to apply for in order of preference:

	Course Title	Venue	Ref No.	Office Use	
				DB	CS
1. and/or					
2. and/or					
3. and/or					
4. and/or					
5. and/or					
6. and/or					

Return completed form to:
 Adult Learning
 Adult Learning Huts
 Lovers Loan
 Lerwick
 ZE1 0BA
Tel: 01595 743888

You can also book:
 Online: www.learnshetland.com
 Telephone: Adult Learning on 01595 743888
 Email: classes@shetland.gov.uk

Payment: You must pay for your class **after** you get a place and **before** it starts. DO NOT send payment with this form.



Adult Learning Class Booking Form

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Find out about **Community Planning and Development** on the Council's website

www.shetland.gov.uk/community_planning_dev

Learn Shetland is the website for Shetland Islands Council's Adult Learning. Visit us to find out about learning opportunities near you and make online bookings for courses listed.

www.learnshetland.com



Shetland Community Hub is the Facebook page for Shetland Islands Council's Community Planning and Development Service. Like us for the latest news and information from Adult Learning, Community Planning, Community Work and the Grants Unit team. We post a range of useful information for learners, community groups and the wider community. This includes funding news, training opportunities, learning opportunities and lots more!

www.facebook.com/shetland.community.hub

Contact Us

Adult Learning

The Huts
Lovers Loan
Lerwick
Shetland
ZE1 0BA

Tel: 01595 743888

Community Planning and Development

Solarhus
3 North Ness
Lerwick
Shetland
ZE1 0LZ

Tel: 01595 743888